

## **DRAFT**

### **AC-03**

## **ABBREVIATED CORRECTIVE ACTION PLAN / BUDGET OUTLINE** **for SOIL BORING/MONITORING WELL INSTALLATION**

MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY  
PETROLEUM RELEASE SECTION (PRS)  
STANDARD FORMAT FOR AN ABBREVIATED CORRECTIVE ACTION PLAN - COST ESTIMATE  
(Revised May 1, 2003)

An outline has been developed by PRS to illustrate basic information an *Abbreviated Work Plan and Budget* must contain before it will be reviewed by PRS. Abbreviated Corrective action plans and Budgets are requested by PRS when either a plethora of site information already on-file makes additional background or detailed plan information redundant, or when the tasks are routine, or when a more meaningful summary report containing background information will be generated after performance of the requested work. The following outline provides owner/operators and consultants with an understanding of the minimum requirements for preparation and submittal of an abbreviated corrective action plan and budget for *soil boring and groundwater monitoring well installation* when specifically requested by the department. If any of the topics do not apply to your situation, please omit the section. Additional tasks not listed below are considered unnecessary items unless specifically requested in writing (by letter or facsimile) by PRS.

### **1.0 COVER LETTER (One Page)**

- 1.1 Date
- 1.2 Responsible Party's Name and Mailing Address
- 1.3 Contact Person's Name and Mailing Address (if different from above).
- 1.4 Subject Line with the following information:
  - 1.4.1 Title (Abbreviated Corrective action plan and Budget for Soil Boring and/or Groundwater Monitoring Well Installation) for the petroleum release at (Facility Name, Street Address, Town), MT (Zip Code); DEQ Facility ID (Number) and Release (Number).
- 1.5 Introductory paragraph containing reference to PRS request for abbreviated corrective action plan and budget, and purpose of proposed (drilling, ground probing, monitoring well installation) event.
- 1.6 Scope and schedule paragraph specifying the borings that are to be completed, and if applicable, the number of soil and groundwater samples to be collected, locations of soil samples, groundwater sample collection method proposed (purge, no-purge, hand bail, peristaltic pump, collected from upper 24-inches of water column, etc.), laboratory analysis proposed, and approximate date of field activities.
- 1.7 Disposal of investigation derived waste plan.
- 1.8 Consultant's Name, Address and Phone Number (if not on letterhead).

### **2.0 BUDGET**

- 2.1 Labor to prepare the subject abbreviated corrective action plan and budget
- 2.2 Soil Boring/Monitoring Well Installation Unit-Cost Worksheet (preferable), or
- 2.3 Time and Materials (if requested by PRS)
  - 2.3.1 Materials
  - 2.3.2 Equipment
  - 2.3.3 Labor

2.3.4 Reporting (abbreviated event summary, or standard report, whichever is required by PRS)